



King County
HEALTH CARE ASSISTANT
PUBLIC HEALTH- SEATTLE & KING COUNTY
COMMUNITY HEALTH SERVICES/KENT PUBLIC HEALTH CENTER
Hourly Rate Range: \$15.35 - \$19.46
Job Announcement: 04MH4521
OPEN: 8/18/04 CLOSE: 8/31/04

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date (Postmarks are NOT ACCEPTED). Contact Karen Russell at 206-205-1953 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Kent Teen Clinic, 613 W. Gowe Street, Kent, WA 98032

WORK SCHEDULE: This full time position is overtime eligible. It works a 40-hour work week, Monday through Friday, some evening work may be required.

PRIMARY JOB FUNCTIONS INCLUDE:

- Partner with providers, nurses, health educators, social workers, interpreter, nutritionists and administrative staff to provide direct service in a teen family planning/family health clinic.
- Use positive, effective communication skills to collect and record anthropometrics and vital signs; interview clients from diverse populations to obtain and record medical, dietary and social history.
- Interview clients to determine health needs including but not limited to family planning/STD health care needs based on the full range of services outlined in the Public Health-Seattle & King County Family Planning Clinical Practice Guidelines, this includes providing information about pregnancy options and emergency contraception.
- Performs screening tests and procedures such as vision, hearing, EKGs.
- Provide birth control/STD and related education as directed.
- Collect (including phlebotomy) and perform basic laboratory assessment of specimens such as, but not limited to, blood, urine and stool, while maintaining aseptic technique and prepare lab specimens for transportation to off site lab.
- Maintain laboratory log, collect, record, and report lab results as needed.
- Clean, stock and set up patient examination rooms and sterilize equipment using aseptic technique.
- Order, inventory, monitor and maintain adequate clinic and laboratory supplies following departmental procedures.

- Respond to inquiries by phone and in person, identify clients' needs, schedule client appointments as appropriate and refer clients to health care professional, when necessary.
- Assist with clinic flow.

QUALIFICATIONS:

- Demonstrated skills in problem solving and client interviewing, documentation and record keeping.
- Demonstrated skills in maintaining good interpersonal interactions with clients and co-workers while working effectively as a member of a multi-disciplinary public health team, with a diverse multi-cultural population.
- Demonstrated skills to establish and maintain working relationships with community resources.
- Demonstrated skills in multi-tasking and working in a fast-paced environment with defined time constraints.
- Demonstrated skills in excellent verbal and written communication in the English language.
- Demonstrated knowledge of medical terminology, asepsis and universal precautions, including clinical procedures.
- Knowledge of health and social services and resources in south King County.
- Demonstrated skills in basic operation of personal computers.
- Demonstrated skills in phlebotomy and basic lab specimen collection and assessment.
- Knowledge of state and federal guidelines for laboratories, biohazards, laboratory specimen handling.
- Knowledge of human systems, including anatomy, physiology, biology, sexuality.
- Knowledge of health care maintenance and prevention.
- Knowledge of occupational hazards and safety precautions.
- Skills in analyzing and assessment.
- Skills in basic mathematics.
- Skills in organizing, developing and maintaining an inventory supply system.
- Willingness to relate in a non-judgmental manner with the full range of King County residents, with a focus on multicultural and at-risk populations.
- Willingness to provide the full scope of information regarding family planning/STD issues per the protocols of Public Health-Seattle & King County Family Planning Clinical Practice Guidelines.
- Adequate physical ability and sufficient manual dexterity to perform the requisite health care services.

DESIRED QUALIFICATIONS:

- Bilingual candidates encouraged to apply, English and Spanish preferred.
- Graduation from a formal medical assistant program or its equivalent.
- Experience working with teens preferred.
- Experience working with resident physicians preferred.
- One academic year of formal education at the post-secondary level. Education shall include but not be limited to anatomy, physiology, basic pharmacology, concepts of asepsis, and microbiology.

NECESSARY SPECIAL REQUIREMENTS:

- Eligible for Washington State certification as a Health Care Assistant in categories A, C, and E.
- The selected candidate must pass a thorough background investigation and pre-employment physical.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Washington State Driver's License or the ability to provide transportation to work locations with limited or no public transportation services.

UNION MEMBERSHIP: This position is represented by the IFPTE Local 17.

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